Michigan Department of Community Health
Bureau of Health Professions
PO Box 30670
Lansing, MI 48909
(517) 335-0918*

INSTRUCTIONS FOR NURSING HOME ADMINISTRATOR PARTICIPANT APPLICATIONS

All nursing home administrators licensees must complete approved continuing education courses in order to be eligible for renewal. If the Michigan Board of Nursing Home Administrators or NAB did not approve a continuing education program that you took, you can apply for credit for the program by completing the enclosed application

PARTICIPANT APPLICATIONS:

- You must submit the supporting documentation with your application. Your application will not be considered complete unless the additional information requested.

- Applications must be received after the program has been completed.

- Sign-in sheets and/or registration forms are not acceptable as proof of attendance.

- Credits may be awarded only for time spent in education sessions. Registration, breaks, meals, time spent on evaluations, introduction, etc. , are not computed as CE credit per Rule 31(2).

- Credits requested should be computed using a 50-60 minute hour. To be given credit for one hour, the educational session must be at least 50 minutes long. A course that is scheduled for 50-60 minutes is equal to one credit hour of CE. Only whole hours will be granted.

- Courses taken from an accredited institution of higher learning are automatically approved if they are relevant to the administration of a nursing home. DO NOT SUBMIT APPLICATIONS FOR THESE COURSES. A semester credit equals 15 CEU's; A term credit equals 10 CEU's. Therefore, a 3-credit college, semester course would be figured as follows: 3 credits X 15 CEUs = 45 continuing education credits.

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PARTICIPANT APPLICATION FOR APPROVAL OF NURSING HOME ADMINISTRATOR'S CONTINUING EDUCATION CREDIT

Authority: Public Act 368 of 1978, as amended.
If this form is not completed, approval will not be granted.

SECTION I - PARTICIPANT & PROGRAM INFORMATION

PARTICIPANT NAME AND MAILING ADDRESS	MICHIGAN PERMANENT I.D. NUMBER
	CONTINUING EDUCATION PROGRAM TITLE
	PROGRAM DATE AND LOCATION
DAYTIME PHONE NUMBER ( )	
SPONSOR NAME AND MAILING ADDRESS	TYPE OF PROGRAM ☐ Seminar/Conference ☐ Self Study
	HOW MANY HOURS OF COURSE INSTRUCTION WILL BE PROVIDED (EXCLUDE BREAKS, MEALS, ETC.)
PHONE NUMBER ( )	

PROGRAM INFORMATION: PLEASE CHECK THE TOPIC(S) WHICH MOST CLOSELY IDENTIFIES THE CONTINUING EDUCATION PROGRAM.

- ☐ Behavioral Science
- ☐ Geriatrics/Gerontology
- ☐ Marketing
- ☐ Management
- ☐ Economics/Finance
- ☐ Health Care
- ☐ Pharmacology & Toxicology
- ☐ Labor Relations
- ☐ Law
- ☐ Communications
- ☐ Any other subjects contributing to the professional competency of the licensee.

SECTION II - APPLICATION CHECKLIST

APPLICANT Please check	ELEMENTS TO BE INCLUDED WITH APPLICATION
	PROGRAM BROCHURE -must show time allotted for educational sessions, breaks, meals and any special events, outline, objectives, goals, schedule, content.
	RESUME for each speaker/instructor - if not detailed in the program brochure
	COURSE OUTLINE - If not detailed in the program brochure; provide a synopsis of topics presented
	CERTIFICATION OF COMPLETION OR A SPONSOR LETTER VERIFYING ATTENDANCE
	A description of how this program was related to the administration of a nursing home.

CERTIFICATION

I hereby certify that the statements made in this application are true, complete and correct, and that the materials submitted accurately reflect the presentation and administration of this continuing education program.

If this is not signed and dated, your application will not be complete.

_____   _____
SIGNATURE   TITLE

_____   _____
TYPE OR PRINT NAME   DATE

BOARD USE ONLY

Reviewed and Approved By: _____

Number of Hours Approved For: _____

If Less Than Requested, Specific Reason: _____

Denied Application:

Reason for Denial: _____

Pending Application:

Information Needed to Complete Application: _____

*NOTE: If it is necessary that you call regarding this application, the following will assist you with the automated telephone system:

1. At the first prompt, press 1
2. At the second prompt, press 2
3. At the third prompt, press 4
4. At the fourth prompt, press 3